

**Project Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=258846>

Downloaded On: Jun. 30, 2025 6:30pm

Posted Jun. 30, 2025, set to expire Aug. 4, 2025

Job Title Project Coordinator
Department Communicative Disorders and Sciences
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 30, 2025

Application Deadline 06/27/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Communications Disorders

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Job Description

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Project Coordinator, Communicative Disorders and Sciences

Position Information

Position Title: Project Coordinator, Communicative Disorders and Sciences

Department: Communicative Disorders and Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57784>

Job Type: Full-Time

Posting Detail Information

Project Coordinator University at Buffalo

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Position Summary

Prof. Alison Hendricks in the [Department of Communicative Disorders and Sciences](#) is seeking a **Project Coordinator** to be responsible for organization and management of federally-funded research grants which explore language development in the early elementary school grades. The ultimate goal of these projects is to improve the identification of language disorders among elementary school students.

Primary responsibilities include:

- Training undergraduate students, graduate student research assistants, and project staff
- Coordinating with schools and community organizations in the Buffalo area
- Recruitment and scheduling of research participants
- Developing research materials, collecting/ analyzing research data using standardized assessments
- Maintaining website and social media for the research project
- Manage project budget and finances

The successful candidate will demonstrate attention to detail, strong interpersonal and organizational skills. The candidate will have strong leadership skills and be able to work independently and oversee student research assistants and project staff. A successful candidate will have experience in the field of communication disorders, linguistics, or education and demonstrate a commitment to diversity and equity. Strong experience in community outreach and community organization is highly desirable.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors degree in communication disorders, linguistics, psychology, education or related field

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- Two years experience in community organization or research with human subjects
- Experience with leadership and team management
- Excellent interpersonal, communication, organizational, and computer literacy skills
- A combination of education and experience will be considered in the lieu of the requirement

Preferred Qualifications

- Masters degree in communication linguistics, psychology, education or related field
- Experience in research project management
- Experience with research computer software, such as Microsoft Access, Redcap, SPSS

Salary Range

\$45,000 - \$60,000

Special Instructions Summary

All application materials should be submitted via UB Jobs. Application materials submitted directly to the posting contact will not be acknowledged and cannot be considered.

Is a background check required for this posting?

No

Contact Information

Contact's Name: Alison Hendricks

Contact's Pronouns:

Contact's Title: Associate Professor

Contact's Email: ahendric@buffalo.edu

Contact's Phone: 716-829-5563

Posting Dates

Posted: 06/27/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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